

USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 24 JANUARY 2003

CEFMS:

a. We modified CEFMS to comply with DOD FMR 7000.14-R that designates credit card approving officials as certifying officers for payments. Once credit card approving officials at the installation approves the credit card statement, the payment is automatically disbursed at the UFC. Video help, form help, and item help were also updated as part of the CEFMS modification.

b. We assisted various USACE activities with processing labor cost transfers to help reconcile cost share project records and to provide information required by the DoDIG.

c. We continued our efforts to develop P2/CEFMS interface routines involving work items, purchase requests, labor burden rates, organization codes and cost data. We developed new purchase request/funding triggers and began testing new P2 purchase request functionality. At their request, we are meeting with P2 staff to discuss a new interface involving obligations.

d. We met with CEFMS contract programmers to discuss the new changes requested by the UFC Disbursing Division for the generation of Intergovernmental Payment and Collection System (IPAC) bulk file. They are requesting that the IPAC file generate two different levels for their customers. Option 1, is the current generated file, which provides full detail of all transactions for the month that make up a billing. Option 2, would only provide rolled-up dollar amount for a bill. While most federal agencies have requested the detail information, DFAS is our major IPAC customer and does not currently have the automated systems to accept the detail information because of the number of transactions generated by the UFC. We will modify the IPAC Process so that the UFC can specify by Agency Location Code whether to transmit option 1 or option 2.

e. We developed an option for the Budget vs. Actual Expenses - Facility Work Item report that compares year-to-date actual expenses with year-to-date budgeted expenses. This new option allows users to evaluate the accuracy of budget estimates for Facility Work Items, in addition to monitoring actual execution.

f. We developed a new functionality for revaluing the revolving fund foreign currency account for funds that have been purchased and accumulated at various rates. The new functionality reduces the time and effort required to maintain the accuracy of the Revolving Fund foreign currency account.

g. We made major revisions to CEFMS to facilitate the preparation of eliminating entries for the audited Chief Financial Officer Statements. The revisions provide an enhanced mechanism for identifying our trading partners.

h. We met with DODIG Auditors to discuss the CEFMS Department of Defense Information Technology Security Certification and Accreditation Process (DITSCAP) document. We were asked to provide supporting documentation used to formulate our responses in the DITSCAP. Some of which we were able to provide, and some we were unable to provide. During the Outbrief, the DODIG Project Manager stated that the CEFMS DITSCAP was deficient in supporting documentation such as the system test plan along with the test plan results. They also had concerns about HQ's ability to approve our DITSCAP with this supporting documentation. Their report should be formalized around the March 2003 timeframe, in which they will go into greater detail of their findings and recommendations.

i. We assisted various USACE activities in upgrading their CEFMS interface with the Resident Management System (RMS). Those activities used RMS as the originating source for pay estimates. We coordinated with the RMS workgroup to facilitate the movement of CEFMS processing code for the new interface to the upgraded RMS software.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	891	873
Priority #1 Problem Reports	97	95

Received 271 new problem reports and completed 253 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	33	48
One	12	4
Two	7	5
Three	2	3
Four	2	1
Five	2	0
Nine	1	0
Eleven	1	0
Seventeen	1	0

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	252
HUNTSVILLE	22
USACE HQ	<u>1</u>
TOTAL	275

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Jan 01 - Jan 30</u>	YEAR TO DATE <u>Oct 01 - Jan 30</u>
BY CHECK:		
Checks Issued	13,332	51,841
Percent of Total	15%	15%
Dollar Amount	%135,797,218	\$496,864,215
BY EFT:		
Transfers Made	37,944	164,264
Percent of Total	85%	85%
Dollar Amount	\$798,595,808	\$3,465,409,735

IV. OTHER UFC ISSUES:

- a. We provided CEFMS training to 35 USACE employees on 27-30 January 2003. The training included classroom instruction and hands-on lab work. This was the first of three scheduled classes at the UFC this FY.
- b. With the assistance of the Federal Services Impasse Panel (FSIP), we completed negotiations of Ground Rules for the upcoming Collective Bargaining Agreement negotiations for the accountants' union. The union and management on 23 January 2003 agreed to the ground rules.
- c. We plan to train all employees on the use of the CEFMS Access Request and Management System (ARMS) on 24-28 February 2003. The ARMS is the new system incorporated into CEFMS that automates and tracks the request and approval of CEFMS access controls. The ARMS will eliminate the need of retaining paper for requests and approval. ARMS will replace the Access Control and Approval Tracking System (ARATS), which was developed 5 years ago by the UFC to automate, track, maintain and transmit access controls on the 57 CEFMS databases of our customers.
- d. Our CFO Division is reconciling 1st Qtr, FY 03 intragovernmental transactions, compiling financial statements and preparing the Quarterly Report on Accounts Receivable. Draft statements are scheduled to be available for review on 3 February 2003. Although OMB does not require accompanying footnote narratives for the quarterly statements, OSD has requested them.

e. UFC personnel visited Pacific Ocean Division (POD) the week of 12 January to review MOU's and discuss issues with division and district personnel for the upcoming 1 Apr 03 consolidation. Responsible personnel at the Finance Center are coordinating with Honolulu, Japan and Korea District personnel to help ensure all necessary actions are completed prior to the consolidation. We will utilize scanned documents to help facilitate expeditious processing of POD activities' transactions.

f. The Debt Management Division is establishing and implementing procedures to transfer individual debt over 90 days and greater than \$225.00 and contractual debt greater than \$600 to DFAS according to CERM-F memorandum dated January 14, 2003.

g. Our Travel Division is developing a list of Frequently Asked Questions regarding Civilian Permanent Change of Station (PCS) entitlements to be posted on the UFC website. These questions and answers are intended to assist employees making PCS moves and to help the employees receive prompt and accurate reimbursements of their travel expenses.

h. Our Travel Division has requested an advance decision from the General Services Board of Contract Appeals on a PCS settlement voucher. The voucher includes a requested reimbursement in excess of \$13 K for 60 days TQSE for home-cooked meals and lodging.

i. On 15 January, we conducted training for the UFC room monitors. These individuals are assigned responsibilities primarily related to building evacuation in the event of an emergency. We also held refresher training in the use of our automated external defibrillator for our emergency react team members on 21 January.

j. During the first quarter, FY 03 our Administration Directorate completed:

Documents Imaged	63,267
Incoming Envelopes Processed	23,328

Incoming Checks Processed into database	19,616
Help Desk Requests (PC support, phones, special events)	644
Facilities management and maintenance requests	161

k. During 28-31 January, Eileen Gildea of the Resource Management Division will attend a workshop in Arlington, VA on Real Estate Facility Management Information System (RFMIS) NT reports. Ms. Gildea will assist with work on the requirements for reports needed to manage USACE funds and payments for GSA rents. This is a continuation of UFC support of the overall RFMIS NT effort, which has included previous participation in the Finance/Budget RFMIS NT workgroup.

l. The UFC leave liability-funded level for the 2002 leave year was 106.7%. This funded liability level places the UFC within the established range of 100-115% required at the end of each leave year.

m. On Wednesday, January 29th Linda Stoutenburgh was invited to attend the Senior Executives Association (SEA) Public Sector Forum as the USACE Financial Management System representative. The SEA represents the interests of career federal executives and is committed to effective, efficient and productive leadership in government. It is comprised of approximately 3,000 members representing all Cabinet-level departments, as well as 44 administrative and independent agencies, commissions, and corporations. Mr. Jack Barry, Co-founder and Managing Director of Pegasus Global Partners requested our participation in this forum initially as a panel member to provide the audience with our best business practices in the Corps using CEFMS. Mr. Barry had mentioned that prior to our attendance at this forum a survey had been sent out to all the members and prior participants asking for input on agencies that they felt had implemented best business practices in improving electronic financial management. The results of that survey identified the US Army Corps of Engineers as a leader. Due to some other constraints we were not able to attend the forum as a panel member, but will more than likely be requested to do so at the next forum. One major take away from this forum: We shared similar challenges

with electronic financial management and are definitely more common than different.

n. We had our quarterly UFC townhall meeting on 24 January 2003. I introduced Ms. Linda Brooks, Deputy Director for financial systems and Ms. Linda Stoutenburgh, the UFC HQ liaison who where visiting the UFC. I provided all employees an update on the current on-going construction at the finance center, a status of the POD activities F&A consolidation schedule for 01 April 03 and new information on outsourcing and privatization. Employees who did not use any sick leave during 2002 were recognized and given a certificate. Mr. Kevin Mach, Information Management & Support Service Division received the employee of the quarter award. Ms. Cyndy Blevins, Deputy Director of Accounting and Acting Deputy Director of Finance was awarded the Commander's award for exceptional service to the UFC and its mission.